



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
Steven L. Paine, Ed.D., State Superintendent of Schools
wvde.state.wv.us

Release of Information

Name: _____

Current Mailing Address: _____

Telephone Number: _____ Date of Birth _____

Social Security Number: _____

Information you are requesting: _____

Name and Address where information is to be mailed: _____

Please sign at the X below to give the West Virginia Department of Education permission to release the requested information to the individual/institution listed above.

X _____

The \$5.00 processing fee must be paid online at <https://wveis.k12.wv.us/certpayment/>

After online payment of the \$5.00 fee, send the release form **and** a copy of an **official government issued Photo ID** to the below mailing address, email address or fax number.

If the \$5.00 fee and photo ID are not submitted, your request will be denied.

Mail Forms to:

West Virginia Department of Education
Office of Certification & Professional Preparation
Building 6, Room 700
1900 Kanawha Boulevard, East
Charleston, WV 25305

Email to: clnichols@k12.wv.us

Fax Number: 304-558-7843

Phone Number: 304-558-7010